
❖ PACER Service Center ❖

Announcements

<http://pacer.psc.uscourts.gov>

April 2007

NOTICE * NOTICE * NOTICE

The remittance address for PACER has changed. Please ensure that payments are now mailed to:

**PACER SERVICE CENTER
P.O. BOX 70951
CHARLOTTE, NC 28272-0951**

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Client Code Feature

PACER customers now have the option to require the use of a client code at login. In addition, customers have the option to specify the format of that client code. Client codes are text fields provided for tracking charges. To activate this new feature, log into the Account Information section of the PACER Service Center's website at <http://pacer.psc.uscourts.gov>. Click on "Set PACER Preferences." After the preferences have been set, the system will prompt customers for a client code if one is not entered at login. If it is not in the proper format, the system will provide a hint as to what the proper format should be. This feature works in all bankruptcy court sites and those district court sites that have upgraded to version CM/ECF 3.0. It should be noted that if a customer logs into PACER at a site that does not support the new functionality, that customer will be able to access any other PACER site using the Universal Login functionality with whatever client code was entered at the older site regardless of whether or not it meets the format set in the preferences option. This problem will diminish as all courts upgrade to the newest versions of CM/ECF.

The client code feature is intended as a means to help customers account for PACER charges. The PACER Service Center does not recommend setting the client code preference as a means to restrict usage on an account. The PACER Service Center recommends changing the password to maintain proper control of usage.

Document Issues & Resolutions

Issue: Do you see a blank screen instead of the document?

Within Adobe, click on Edit, Preferences, Internet. Under Web Browser Options, uncheck "Display PDF in Browser" and uncheck "Allow Fast Web View." Click on the OK button to save the changes. Be sure to close the browser before trying again.

Issue: Is the signature missing in a printed copy of a document?

Open document in Adobe. Click on File, then Print. Locate the setting for "Comments and Forms" in the print box.

The setting should be Documents and Markups.

Issue: Do you need to convert a larger document into smaller ones due to size limitations set by the court?

Open document in Adobe Acrobat. Select Document from the toolbar menu. Select Extract. Enter the corresponding page numbers for the new file. Click on the OK button. A new file is created and will appear on the screen (the original file stays in tact). Select File, then Save As to name and save the new file.

The instructions above are directed to users of Adobe products because they are widely used by PACER customers. However, the Federal Judiciary does not endorse any specific software. There are other brands of commercially available software to create PDF files. The only requirement is that filings must be in PDF to be accepted by the CM/ECF system.

CM/ECF Notable Changes

Header Information in PDFs

The CM/ECF system allows customers to view header information on documents filed with the court. The header is added at the time the document is filed and includes the case number, document number, date filed, and page number. When viewing a docket sheet in district CM/ECF version 3.0, the default value in most courts is set to not display the PDF header information. If customers wish to view PDF header information on the documents, they must check the box "Include PDF Header" on the docket sheet selection screen prior to viewing the docket sheet.

Notice of Electronic Filings

Previously any recipient of a Notice of Electronic Filing (NEF) was allowed one view of the referenced documents without incurring PACER charges. Now only participants in the case (parties and attorneys) are provided a view at no charge while others accrue PACER charges. The NEFs received from cases listed in the "Send Notices for these Additional Cases" section of the Email Information Screen will accrue PACER charges. It is the attorney's responsibility to remove cases in which he/she is not activity involved. Otherwise, he/she will continue to receive notices and will accrue charges for accessing such. Here is how:

Log into CM/ECF using an ECF filer login.
 Select the Utilities menu item.
 Select "Maintain Your Account."
 Select "Email Information."
 Remove the check mark for "Send notices for these additional cases."
 Click on "Return to Account Screen."
 Click on "Submit."

Billing Information

For your convenience, the PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to the Account Information section at <http://pacer.psc.uscourts.gov> to pay by credit card.

Payment for balances less than \$10 will automatically be deferred until the balance is \$10 or more. No phone call is necessary.

The PACER Service Center's Federal Tax ID Number is 74-2747938.

Effective April 1, 2004 a fee of \$45 will be assessed if a check is returned for insufficient funds.

The **Cases** report in CM/ECF is used to display summary data for a range of cases. It can be used to produce a list of open or closed cases between a date range. For example, it can be used to produce a list of cases filed or discharged. In addition, there are a number of options to help limit the results. The Cases report can be found under the Reports menu option in CM/ECF. The report is NOT subject to the 30-page limit on PACER charges so customers should use caution when running the report. It should be noted that in Bankruptcy CM/ECF, the Cases report does not include cases that have been archived.

EPA Fee Schedule

The Judicial Conference amended the Electronic Public Access (EPA) fee schedule at its March 14, 2006 session. The amendments include a new fee and an increase to an existing fee for searches by the PACER Service Center. The new fee of \$.50 per page was established to recover the costs of paper copies produced by the PACER Service Center. The fee applies to any record pertaining to a PACER account or instructional document that is remotely available through electronic access. The existing fee of \$20 per court record obtained by the PACER Service Center staff was increased to \$26 by the Conference. The fees were effective July 1, 2006.

General Information

The PACER Service Center hours of operation are 8:00 AM to 5:00 PM Central time, Monday through Friday and is closed for Federal holidays. Remaining holidays for which the PACER Service Center will be closed are May 28 for Memorial Day, July 4 for Independence Day, September 3 for Labor Day, October 8 for Columbus Day, November 12 for Veteran's Day, November 22 for Thanksgiving, and December 25 for Christmas.

The latest version of the PACER User Manual is available at no charge under the Documents section at the PACER Service Center website <http://pacer.psc.uscourts.gov>.